

**Fitchburg Municipal Airport Commission
Meeting Minutes
May 30, 2018**

PLACE: Terminal Building

METTING TIME: 6:00PM

Attendees: Airport Commissioners: Chairman John Naylor, Vice Chairman Peter Kettle, Secretary Clayton Raymond, Richard Liberatore, Airport Manager Scott Ellis,
Others in attendants include: Assistant Solicitor Christine Tree, Nicholas Ippolito, P.E. of Gale Associates, Inc

1. Meeting Protocol Meeting called to order
 - Chair Naylor introduced the commission members in attendance.
 - Chair Naylor motioned request to record audio (granted) and approved Commissioner Raymond and Comm. Kettle request to record audio.
 - Chair Naylor Request to bypass the public opportunity to speak Motioned to bypass Chair Naylor 2nd Comm. Liberatore **18-05-01 Vote 4-0**
2. **Previous month's minutes to include special meeting minutes as required**
Motion to accept previous month's minutes as amended, motion Comm. Kettle to accept 2nd Comm. Liberatore **18-05-02 Vote 4-0**
3. **Correspondence to the Commission None to report**
4. **Project Review-Gale Associates,Inc Nicholas Ippolito,P.E.**

There are four (4) projects that Gale Associates, Inc. (Gale) is administering on behalf of the Fitchburg Airport Commission. They are:

❖ **Runway 14 End Obstruction Removal and Aeronautical Survey (Off Airport Property) AIP No. 3-25-0018-25-2015**

Project Description: This project is an obstruction removal project to clear obstructions identified on nine (9) off-airport properties in the Runway 14 approach surface, and to complete an Aeronautical Survey.

Project Cost:	FAA Share:	\$	675,000.00	(90.0%)
	State Share:	\$	37,500.00	(5.0%)
	<u>Local Share:</u>	<u>\$</u>	<u>37,500.00</u>	<u>(5.0%)</u>
	Total Cost:	\$	750,000.00	(100%)

Project Status:

- The Aeronautical Study is ongoing. Gale has coordinated with Col-East, the sub-contractor performing the Aeronautical Survey to determine the current status of the aeronautical study. At last month's meeting, it was reported that the Profile data has been uploaded to the AGIS system. This was apparently incorrectly reported. Gale has finalized the Runway grading plans and will be preparing CAD files to transmit to Col-East so that they can upload the information into the FAA AGIS System.
- Night operations have been restored to Runway 14. The Airport Commission has requested that Gale look into removing the VASI NOTAM and restoring the VASI Approach Angle to its original angle. This work should be coordinated through Charles Beaton, P.E. (Charles.Beaton@faa.gov) via his email or by phone at (603) 881-1306.
- Upon the final upload into AGIS, this project should be ready for final reimbursement and close-out procedures. **Action Item** Nick Ippolito will research alternative ways to pay for the restoring of the VASI approach angle to its original angle, possibly getting the funding to be included in the runway project.

Actions Required by the Airport this Month:

- None.

❖ Runway 32 End Obstruction Removal (Off Airport Property) AIP No. 3-25-0018-26-2017

Project Description: This project is an obstruction removal project to clear obstructions identified on up to twenty-seven (27) off-airport properties in the Runway 32 approach surface in the City of Leominster. One (1) property is partially in the City of Fitchburg.

Estimated Project Cost:	FAA Share:	\$ 1,156,500.00	(90.0%)
	State Share:	\$ 64,250.00	(5.0%)
	<u>Local Share:</u>	<u>\$ 64,250.00</u>	<u>(5.0%)</u>
	Total Cost:	\$ 1,285,000.00	(100%)

Project Status:

- Tree work has been completed. There are still several punchlist items that must be coordinated. Specifically stumps at the Murphy, Dutting, Arsenault, and McKenzie properties.
- Merrill was on site to verify approaches have been cleared in the Runway 32 end. Once the approach surfaces have been verified clear, Gale will coordinate with Northern Tree on the final punchlist items.
- Work to modify the roof of an existing structure is ongoing. The Contractor has reported that the electrical systems inside the structure are comprised of knob/tubing type wires and if any part of this system is modified as part of the Project, that part must be brought up to code. Gale is working with the Contractor to evaluate what options there may be to perform the work without updating the entire electrical system.
Action Item Nick will research this issue and get back to the commission of the status of the electrical upgrade.
- MassDOT has received the Contracts between KOBO Utility and the Airport. Gale has requested a schedule for construction from KOBO. The anticipated schedule for the work will be provided prior to the next meeting.
- KOBO has requested that the City set up a work order for the new electrical service with the local power company. This must be set up by the Airport, as the Airport will ultimately be paying the bill. Once this work order is in place, the power company can make all service connections as KOBO Completes the work. **Action Nick will look into a timeframe concerning the pole removal as the poles are now the only obstruction.**

Actions Required by the Airport this Month:

- Please contact the local power company to set up a work order for the proposed work. Once open, provide Gale with the information.

❖ Runway 14-32 and Parallel Taxiway Permitting and Preliminary Design – AIP No. 3-25-0018-XXX-2018 (Pending)

Project Description: This project is to collect survey and soil information, conduct preliminary design efforts, and obtain local permits for the Runway 14-32 and Parallel Taxiway reconstruction.

Estimated Project Cost:	FAA Share:	\$	589,500.00	(90.0%)
	State Share:	\$	32,750.00	(5.0%)
	<u>Local Share:</u>	<u>\$</u>	<u>32,750.00</u>	<u>(5.0%)</u>

Total Cost: \$ 655,000.00 (100%)

Project Status:

- A follow-up scoping meeting was held on Friday, March 2, 2018 at 10:00 A.M. The FY 2018 project will shift to a permitting and preliminary design effort, to include the survey and soil information collected to date.
- A finalized Scope of work and fee has been approved by the Airport. Gale will be preparing Contracts for signatures this week.
- A Record of Negotiations letter has been prepared by Gale and will accompany the Contracts when sent to the Airport for signatures. This letter will need to be signed by Scott Ellis and sent to MassDOT along with the Contracts.
- Gale has prepared preliminary design and permitting plans for the Runway project. Once these plans are put through Gale's internal QC/QA process they will be ready to present to the Conservation Commission. Gale is coordinating with GZA to determine whether the June 26th Conservation Commission meeting is still feasible. Any update on this deadline will be relayed to the Commission as soon as possible. **Comm. Raymond noted the commission has requested additional conduit to be installed under the runway for the proposed solar farm. Curious to know if the conduit is currently in the preliminary design Action Nick will check preliminary design to see if the conduit is accounted for.**

Actions Required by the Airport this Month:

- Please sign and forward the finalized Contracts to MassDOT upon receipt.
- Please sign and forward the Record of Negotiations Letter to MassDOT along with the Contracts.

❖ **Purchase Compact Track Loader and Attachments – ASMP No. TBD**

Project Description: This project is to purchase a new compact track loader (Bobcat T770, or equivalent) and various attachments for use around the Airport. This equipment was offered to the Airport at an 80% MassDOT funding level. Equipment will be purchased using the FAC88 State Contract, which requires only minimal specifications, and a minimum of three (3) quotes from pre-approved vendors. The equipment must be delivered to the Airport no later than June 30, 2018 as a condition of the MassDOT grant.

Estimated Project Cost:	FAA Share:	\$	0.00	(0.0%)
	State Share:	\$	103,200.00	(80.0%)

Local Share: \$ 25,800.00 (20.0%)

Total Cost: \$ 129,000.00 (100%)

Project Status:

- A MassDOT pre-application was prepared and submitted to MassDOT.
- Gale prepared the quote solicitation notice, and sent to the Purchasing Department for review and comment. The solicitation was sent to five (5) vendors on June 26, 2018.
- The selected vendor has provided a quote in the amount of \$121,515.00 for the preferred machine to be acquired. This quote includes all attachments that have been requested by the Airport. Upon
- A purchase order will be prepared upon Scott's final recommendation and Commission approval.

Actions Required by the Airport this Month:

- Please make a motion to accept the Schmidt Equipment Proposal for VMP Equipment based on the quoted price of \$121,515.00 and issue a Purchase Order based on this price.

❖ **Other Items:**

- None at this time.

5. New Business

- A. **Airport Access-Rules and regulations** No action on this item subject is tabled
- B. **Mass DOT-A Pavement survey**
Scott Ellis explained to the commission the use of a high tech drone to film the runway to compare before and after pictures for the runway project.
- C. **Mass DOT-A updated economic impact study** Scott Ellis stated a new study is underway and the completion of the study may be available early next year.

6. Old Business

- A. **Self serve fuel facility** Airport Manager Scott Ellis Is hopeful for an 80/20 grant through ASMP.
- B. **Panema Productions Rodeo 2-018** No action taken Rodeo is still on schedule for July 29 2018
- C. **EMS Drone Use** discussed earlier in Mass Dot Pavements survey
- D. **Proposed Airport Events regulations.** No action subject tabled Action has been taken at previous meeting to be removed from agenda

- E. **Paper Airplane event June 12 2018** Event is on schedule with some minor changes the airplane will not be towed to simulate flight It has been changed to an airplane sculpture as it was determined the model was too heavy for lift.
- F. **Autumn Air Update and payments** Arrears are accumulating the commission asked Scott Ellis to try to collect arrears **Action Item Scott** will try to collect arrears Scott will draft a letter to be sent to any tenant who is 30 days overdue in an effort to stimulate payment. A 14 day notice to quit should be considered for circumstances where rents are over 120 days overdue. It is suggested by Attorney Tree that Scott Ellis draft a payment plan for arrears owed to the airport.
- G. **Twin City Airmotive update and Payments** **Scott Ellis** is going to draft a 30 Day letter to try to stimulate payment for overdue rent.
- 7. **Financial Review** FY2019 Budget Commission to review matter will be discussed next month
- 8. **Sub-Committee Report Fact lease status:**
 - a) Item out of order approved by Chair Naylor. Kurt Hoffman is pleased with all progress to this point. Kurt would like to point out one issue concerning the snowplowing agreement for fiscal year 2017-2018 season. In the fall of 2017 it was agreed upon by the commission to charge \$9,000.00 for the snow plowing for the 2017, 2018 season while the lease was still being negotiated throughout the winter. This creates an issue with the terms of the newly proposed lease agreement as it has a retroactive component in the amended lease. The dollar amount shortfall to the Airport is \$1,250.00. Attorney Tree suggests a compromise to avoid a modification to the renegotiation of the amended lease as it was agreed upon by the city council. Chair Naylor motion to accept weed control services for the month of June to be performed by FACT to make up the difference 2nd Comm. Raymond **18-05-03 Vote 3-0** Comm. Kettle recuse himself from the vote
 - b) **FCA Lease proposal** Chair Naylor will approach Jim Powell, Co owner of FCA to try to negotiate a monetary value to the shortfall created by the lease space inadequacies
- 9. **Managers operation report**
 - Scott Ellis: Stated Summer hours start Sunday
 - Scott Ellis: The state will be funding 100% of some remaining tree work at the airport
 - Scott Ellis is attending a meeting with Monty Tech on the subject of the school considering an aviation management program
 - GPS Coordinates were marked at the airport free of charge at two locations at the airport
- 10. Next Regular Airport Meeting June 27, 2018
- 11. Executive session Not required None

**12. Motion to adjourn Comm. Early seconded Comm. Liberatore 18-05-04vote
4-0**

- **Executive session No:**
- **Conclusion 19:30**
- **Recording secretary Clayton Raymond**